Community Based Organizations (CBO) Partnership Program – Qualifications

The County of San Bernardino Human Services (HS) and Purchasing Department invite qualified non-profit organizations to participate in the Community Based Organizations (CBO) Partnership Program for the distribution of surplus property. Qualified non-profit organizations (*tax-exempt non-profit corporations and foundations which provide social services to County of San Bernardino residents*) may acquire surplus property at no cost to the organization. Examples of some of the equipment that can be acquired include desks, bookcases, file cabinets, computers, printers, and tables.

In order to qualify, organizations must demonstrate services are provided to County of San Bernardino residents at a facility within the County and maintain a tax exempt status through the IRS and the State of California. Non-profit organizations interested in participating in the CBO Partnership Program for fiscal year **2014-15** (July 1, 2014 through June 30, 2015), must submit the following documentation:

- Completed CBO Partnership Program Application
- Copy of IRS Tax Exempt letter
- Copy of State Franchise Tax Board exempt letter
- Copy of Articles of Incorporation
- Brochure, pamphlet, or documentation of the services provided to San Bernardino County residents

A new application is required each fiscal year and accepted on a first come, first served basis. The County reserves the right to cease accepting new applications once program limits have been met for the fiscal year.

As a reminder: *Please RETAIN your CBO account identification card at the end of each program fiscal year as qualified CBOs will maintain the same account number throughout future program years.*

Important Notice: Surplus items received by the non-profit organization must not leave the County of San Bernardino nor be sold for profitable gain.

For questions regarding the CBO Partnership Program procedures or regulations, contact Human Services Administration, Attention: Kelly Tobin, Staff Analyst II.